

INSTRUCTIONS FOR REFERRING TO OR WITHDRAWING RECORDS STORED IN STATE RECORDS CENTER

2163

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Records stored in the State Records Center may be referred to or withdrawn by the depositing unit at any time. A record can be reviewed at the Records Center or forwarded to the requester.

The following procedure is used for referring to records stored in the Records Center:

1. Forms Std. 76 Reference Request may be obtained from the RMC. Prepare the Std. 76 Reference Request for each record requested, whether the request is for withdrawal of the actual record or for review at the records center.
2. Complete as indicated below:
 - A. Department – Name of Department
 - B. Organizational Unit – Name of unit.
 - C. Address – Mailing address of requester, including zip code (or IMS code in Sacramento area).
 - D. Requested by – Name of person requesting record.
 - E. Records Center location.
 - F. Phone Number – Telephone number of requester.
 - G. Date of Request
 - H. Record Title or File Number – Title as it appears on the Records Transfer List, file number, or any other identifying information that will assist Records Center staff in locating the proper record.
 - I. Date of Material
 - J. SRC Storage Number – Transfer list number and the storage location assigned to the box or shelf (for microfilm, show drawer number) containing the requested record as indicated on the appropriate Records Transfer List. Call your RMC for any questions you might have.
 - K. For SRC use only.
3. Forward the Std. 76 to the RMC for processing.

In the case of an emergency request, the RMC can assist you. The determining factor for emergency requests are as follows:

- A. Court order (within ten days).
- B. Subpoena (within ten days).
- C. Emergency medical situation.
- D. Law enforcement emergency.
- E. Public Safety

Once the records are received, be sure and keep a copy of the Reference Request attached to the record at all times. When the record is no longer needed, contact the RMC for returning the records to State Records Center. Records can be reviewed at the State Records Center between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday, except holidays. Contact the RMC for arrangements with the State Records Center in the Sacramento Headquarters' Business Services Office.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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